

# MASTER DIRECTIVES



## UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12  
1ST MARINE AIRCRAFT WING, MARFORPAC  
UNIT 37150  
FPO AP 96603-7161

GruO 5720.2D

ADJ

DEC 02 1999

### GROUP ORDER 5720.2D

From: Commanding Officer  
To: Distribution List

Subj: FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES FOR MAG-12

Ref: (a) MCO P5720.56A

1. Purpose. To prescribe policy and procedures for handling requests for information within this Group.

2. Cancellation. GruO 5720.2C

3. Background

a. The Marine Corps complies with the FOIA through a general policy of disclosure of requested information. There are only a limited number of well defined exceptions to this policy.

b. Reference (a) provides the guidance and authority under which the FOIA program for the Command is administered.

4. Applicability. This instruction is applicable to all elements of this Command. It governs the disclosure of records to the general public including military and civilian employees of the government acting as private citizens. Informal requests, inquiries for which no records exist are not subject to the technical requirement of this order.

5. Action. The Adjutant is designated as the FOIA Coordinator for this Command. All requests for information will be referred to him/her as quickly as possible. The following guidelines are provided:


a. Any request for records which refer to the FOIA will be considered a "FOIA Request."

b. The Commanding General of the 1st Marine Aircraft Wing is

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the sole authority for granting or denying requests for information.

c. The Adjutant will screen any request for compliance with the FOIA and immediately forward it to the Commanding General, 1st MAW (Attn: Human Affairs Branch) via the Commanding Officer.

  
J. F. FLOCK

Distribution: A